



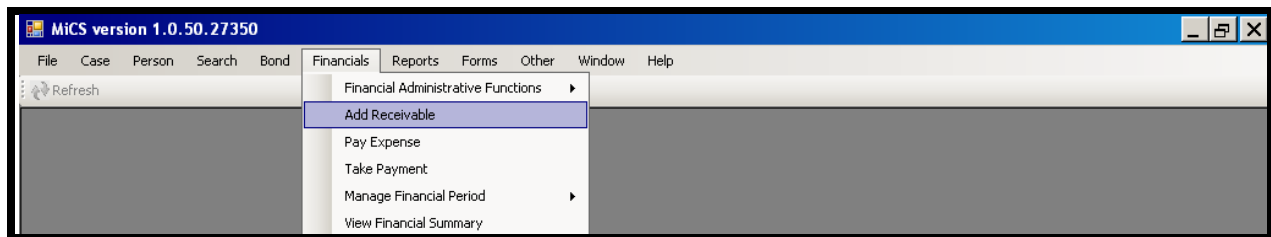
Michigan Court System

Add Receivable

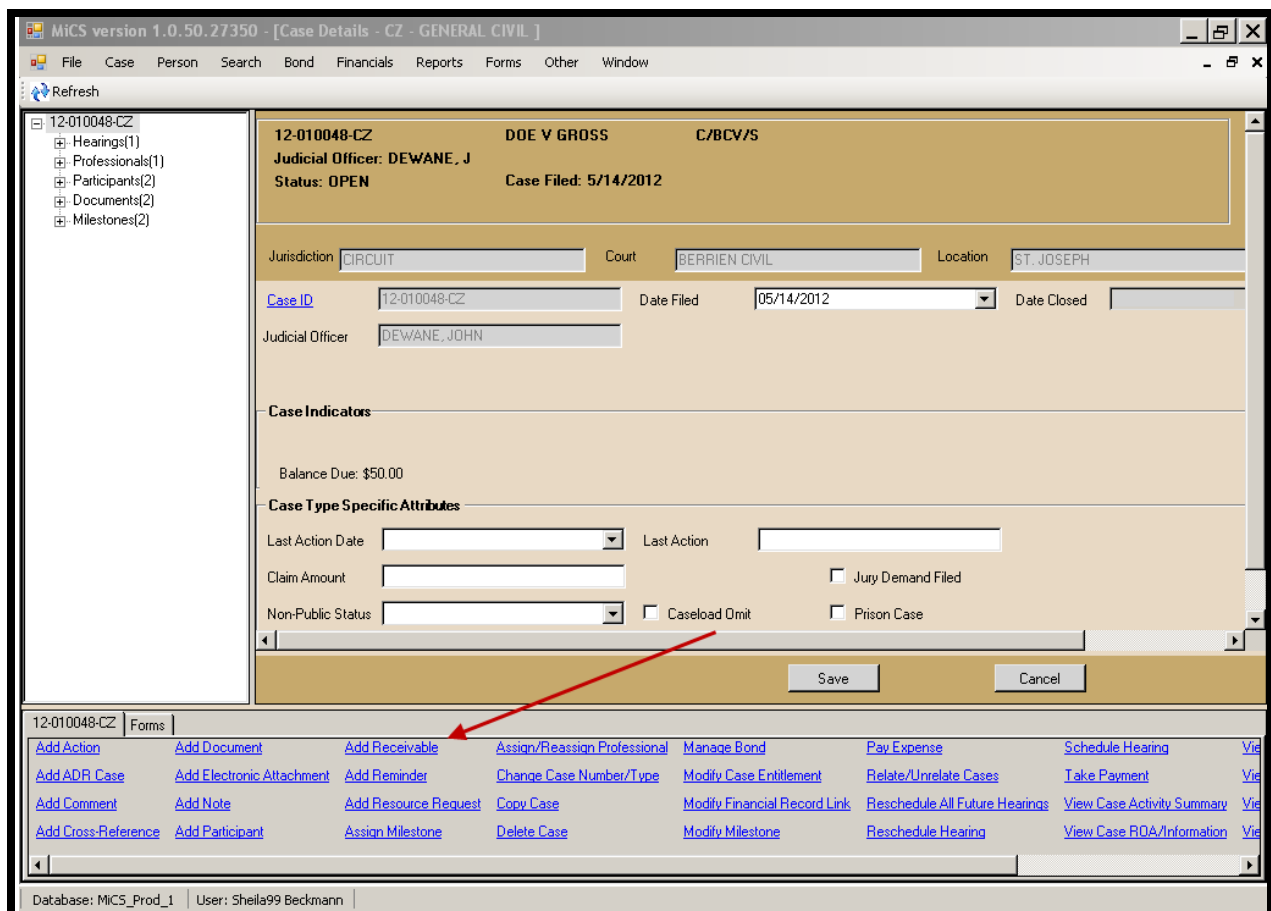
This is any money owed to the court (fines, costs, fees, etc.).

Based on JCL and certain documents being filed, the Account Distribution Details part of the receivable screen may be pre-populated leaving the user with the responsibility to click the Save button to add the receivable into the application.

A receivable can be added from several different places throughout the application.



- Top menu
 - Financials



- Action link on Case Details screen

Filter Details By

Record Type: ☒ Receivable ☒ Payment

Transaction Type: ☒ Original ☒ Void ☒ Re-Ring

Transaction Date Range: From To

Actions

Adjust Receivable Add Receivable Disburse Payable Manage Bond Modify Receivable Group Pay Expense Take Payment

Update Disbursement Update Payable Void/Reprint/View Add Note View Notes

Close

- Button at the bottom of View Financial Summary screen

Add a Receivable Screen

MiCS version 1.0.50.27350 - [Add Receivable]

File Case **Person** Search Bond Financials Reports Forms Other Window

Refresh

12-010048-CZ DOE V GROSS C/BCV/S

Judicial Officer: DEWANE, J

Status: OPEN Case Filed: 5/14/2012

- Header contains
 - Case ID
 - case entitlement
 - JCL, Judicial Officer
 - Status
 - Case Filed date.

JCL

Jurisdiction: CIRCUIT Court: BERRIEN CIVIL Location: ST. JOSEPH Change JCL

Case ID: 12-010048-CZ Assessed Date: Due Date: Receivable Group ID: Group Balance:

- JCL group box contains
 - Jurisdiction, Court, Location
 - Case ID
 - Assessed Date (required field)
 - Due Date (required field)
 - Receivable Group ID (prefilled by system in Multi-Receivables)
 - Group Balance (prefilled by system in Multi-Receivables).

Participants

Select One	Participant Role	Role Number	Participant Name	Disposition	Primary Attorney Name	Case ID
<input type="checkbox"/>	DEFENDANT	1	GROSS, RONALD			12-010048...
<input type="checkbox"/>	PLAINTIFF	1	DOE, MABLE			12-010048...

[Add New Participants to Case](#)

- Participants group box contains
 - Selection box
 - Participant Role
 - Role Number
 - Participant Name
 - Disposition
 - Primary Attorney Name
 - Case ID
 - Add New Participant to Case button.

Account Distribution Details

Division: ADOPTION CIVIL CRIMINAL FAMILY JUVENILE NON-COURT/MISC PROBATE TRAFFIC | AD Group Name: MOTION FEE CIRCUIT | OR AD Name: | AD Amount: \$20.00 | Qty: 1 | [Add](#)

Comment: Filters AD Group Name list Dependant on which AD Group Name is selected

Select One	AD Name	Amount Assessed	Comment	Freq. Amount	Frequency	Start Date	End Date	Max. Amount	Recurrence	Linked To
<input type="checkbox"/>	MOTION FEE-STATE	\$10.00	N							Details Details
<input type="checkbox"/>	MOTION FEE-COUNTY	\$10.00	N							Details Details

[Remove Selected Item](#) | Total Assessed: \$20.00 | [Recalculate](#)

- Account Distribution Details group box contains
 - Division (used to filter down AD names based on civil, criminal, traffic, adoption, etc.)
 - AD Group Name
 - AD Name (**not used in Berrien**)
 - AD Amount (prefills or opens for manual entry, based on AD Group Name selected)
 - Qty (based on AD Group Name selection)
 - Comment
 - Selection box
 - AD Name (lists each account in group separately)
 - Amount Assessed
 - Comment (Y or N)
 - Freq. Amount
 - Add button (required to add the receivable)

- Frequency
- Start Date
- End Date
- Max. Amount
- Recurrence (details)
- Linked To (details)
 - Remove Selected Item button
 - Total Assessed
 - Recalculate button.

- Other Participant Assessments group box contains details of any other receivables outstanding in the case.
- Take Payment check box defaults to checked (bottom left corner of screen). If a payment is not being taken at the time of adding the receivable, then uncheck the Take Payment check box.
- Available buttons are
 - Multi-Receiveable (add multiple receivables at one time)
 - Save
 - Save and Add Another (displays a blank receivable screen)
 - Save and Copy (displays a duplicate receivable screen already filled in)
 - Cancel (closes out Add Receivable screen).